

MEMORANDUM  
OF CALL

TO:

Mr. Taylor

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

Rosemarie

OF (Organization)

☐ PLEASE CALL —→ PHONE NO. \_\_\_\_\_  
CODE/EXT. \_\_\_\_\_  
☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU  
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Re the attached. She said  
Mr. Knoche wants you to chair  
the task force and not IG. He  
is emphatic about this. He also  
wants the task force to consult  
with outside consultants.

RECEIVED BY	DATE	TIME

STANDARD FORM 63  
REVISED AUGUST 1967  
GSA FPMR (41 CFR) 101-11.6

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